



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES *Administering the Children's Services Act*

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To: CSA Coordinators & Fiscal Agents

From: Preetha Agrawal, Information Technology Director

Date: August 19, 2022

Subject: CSA – Medicaid report access changes

Please be aware of the following changes to CSA Local Government Reporting systems' Medicaid report screen. The Medicaid report is available on the CSA Coordinator or Fiscal Agent main screen after login

Medicaid Report can now be download either for the whole Fiscal Year or for a selected Calendar Year / Calendar month.

1. For fiscal year selection

The screenshot shows the 'Medicaid Report' interface. At the top, there is a navigation bar with 'Home', 'About', 'Parents & Families', 'Local Government', 'Resources', 'Statistics and Publications', and 'Contacts'. Below this is a search bar and a 'Return Home' button. The main content area has a 'Slide for Report Period:' toggle switch (STEP 1) and a 'Fiscal Year*' dropdown menu (STEP 2) with options from 2015 to 2022. A 'Search' button (STEP 3) is also present. Below the dropdown, a card displays 'FY 2021 - Medicaid Report' and a 'Download Medicaid Report' button. A red arrow points to this button with the text 'Click on the button to download the file'.

2. For a Month / Year

The screenshot shows the OCS Medicaid Report interface. At the top, there is a navigation bar with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The main header is "Medicaid Report" with a "Return Home" button. Below the header, there are filters for "Report Month*" (set to June) and "Report Year*" (set to 2022). A "Slide for Fiscal Year" toggle is also present. A "Search" button and a "Reset" button are located below the filters. A table with columns for Locality, Enrollee Name, Provider Number, Provider Service Location, and Claim ID is displayed. At the bottom, there are three summary boxes: "TOTAL AMOUNT BILLED" (\$234,511.58), "TOTAL AMOUNT PAID" (\$146,007.14), and "TOTAL ADJUSTMENT AMOUNT" (\$0.00). Annotations include: "STEP 1" pointing to the "Report Month*" dropdown menu; "STEP 2" pointing to the "Report Year*" dropdown menu; and "STEP 3" pointing to the "Search" button. A yellow box labeled "Export to Excel" is highlighted, with a red arrow pointing to it and the text "Click link to export data".

Please contact the OCS Office at 804-662-9815 or csa.office@csa.virginia.gov